

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

Ashgabat, Turkmenistan

2. AGENCY

State

3a. POSITION NO.

A54201

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Vacant - to confirm accuracy of the position before advertisement

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority
RSC HR

Human Resources Clerk, FSN-305

06

MAF

07/02/07

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

Management Section

a. First Subdivision

Human Resources Office

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee_____
Date(mm-dd-yy)_____
Typed Name and Signature of Supervisor_____
Date(mm-dd-yy)
11/04/2011

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or
Agency Head_____
Date(mm-dd-yy)
11/04/2011_____
Typed Name and Signature of Admin or Human
Resources Officer_____
Date(mm-dd-yy)
11/04/2011**13. BASIC FUNCTION OF POSITION**

Performs a variety of Human Resources clerical duties: maintains and updates various personnel records, including time keeping records for the Embassy employees. Acts as the liaison with the Locally Employed Staff (LE Staff) payroll office. Monitors LE Staff training program. Serves as the alternate main time-keeper for the Embassy.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****LE Staff personnel service.****50%**

Maintains Locally Employed Staff (LE Staff) portion of Post Personnel System (PS), ensuring that all personnel data is kept current. Prepares personnel actions (JF-62A, SF-50) for appointment, extension, within-grade increase, transfer, promotion, resignation and others for the appropriate American officers' signatures. Maintains LE Staff official files, ensuring that signed original copies and cables are properly filed. Distributes statements about accumulated amount of retirement benefits to employees under FSN Defined Contribution Plan quarterly. Provides information about other benefits available to LE Staff. Generates from the PS different spread sheets, such as LE Staff addresses and phone numbers, WGI due dates, list of LE Staff and their dependents eligible for coverage by Post Medical Plan etc

Payroll**15%**

Maintains timekeeping records for the Embassy employees. Prepares biweekly time and attendance reports for LE Staff, excluding LGF and SD. Resolves complex payroll problems on both salary calculations and leave balances. Receives, reviews and distributes to LE Staff biweekly earnings and leave statements (E&LS). Serves as a liaison with Bangkok Financial Service Center (BFSC) for payroll issues of LE Staff, including advance pay request processing. Counsels employees on payroll matters and initiates corrective action as necessary including drafting of official telegrams, memoranda, etc. Manages FSN Voluntary Leave Transfer Program: makes sure that appropriate documentation is on file and processed via BFSC.

Training program**10%**

Coordinates and monitors Embassy Training Program for FSN employees. Upon receipt of information about the upcoming training – ensures its wide distribution among the American and FSN supervisors. Drafts nomination cables and assists the employees with on-line registration if needed, including Ethic course registration for all new LE Staff. Keeps tracks of confirmation cables received from the training center and explains the follow up procedures to employees according to the Embassy Training Policy. Upon training/course completion, ensures that a copy of the training certificate is provided to the HR Section for inclusion in the employee's OPF; updates PS and the training database accordingly.

Drafts PSA-LTD agreements (DS-1990 form) for PSA-LTD employees, register them and keeps track of their actual on-the-job days to ensure that the limit of 21 or 30 work days is not exceeded.

10%

Performs general administrative and clerical duties in the HR section: makes copies of the documents and distributes them as required, files documents as appropriate, types forms and folder labels, shreds discarded materials, posts information materials on bulletin boards, drafts procurement requests and work orders etc.

10%

Other human resources related duties as assigned.

5%**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. **Education:** Completion of secondary school.

b. **Prior Work Experience:**

Two years of experience in personnel work or a closely related field. At least one year of experience should be connected with the processing of personnel actions with a USG agency.

c. Post Entry Training:

Mostly on the job training. Basic Human Resources training, Time and Attendance course will be provided, pending availability of funds.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III (good working knowledge) English, Russian and Turkmen.

e. Job Knowledges:

A good working knowledge of pertinent regulations and procedures of State Department and associated agencies, particularly related to processing personnel actions. A general knowledge of the organizations and functions of the various agencies at post. A good knowledge of local Labor legislation, as well as prevailing practices.

f. Skills, and Abilities:

Considerable tact and diplomacy in everyday contacts with Embassy personnel. Must be able to perform with accuracy and attention to details. Knowledge of Word and Excel programs, and PASS.

16. POSITION ELEMENTS

a. **Supervision Received:** Directly supervised by the senior HR Assistant.

b. **Supervision Exercised:** None.

c. **Available Guidelines:** 3 FAM, 3 FAH, LES Handbook, PSA-ltd guidance, post's personnel policies, oral and written directives of the Management Officer and supervisor.

d. **Exercise of Judgment:** Must exercise good judgment in setting job tasks priorities. Must be able to judge correctly which personnel actions should be prepared in specific cases. Must be able to judge which particular cases should be referred to the supervisor. Must exercise considerable judgment and discretion in sensitive personnel staffing and pay matters.

e. **Authority to Make Commitments:** None

f. **Nature, Level, and Purpose of Contacts:** Daily contacts with LE Staff and American employees of the Embassy. Serves as the primarily point of contact with Financial Payroll Center in Bangkok on pay and leave problems.

g. **Time Expected to Reach Full Performance Level:**
One year.